



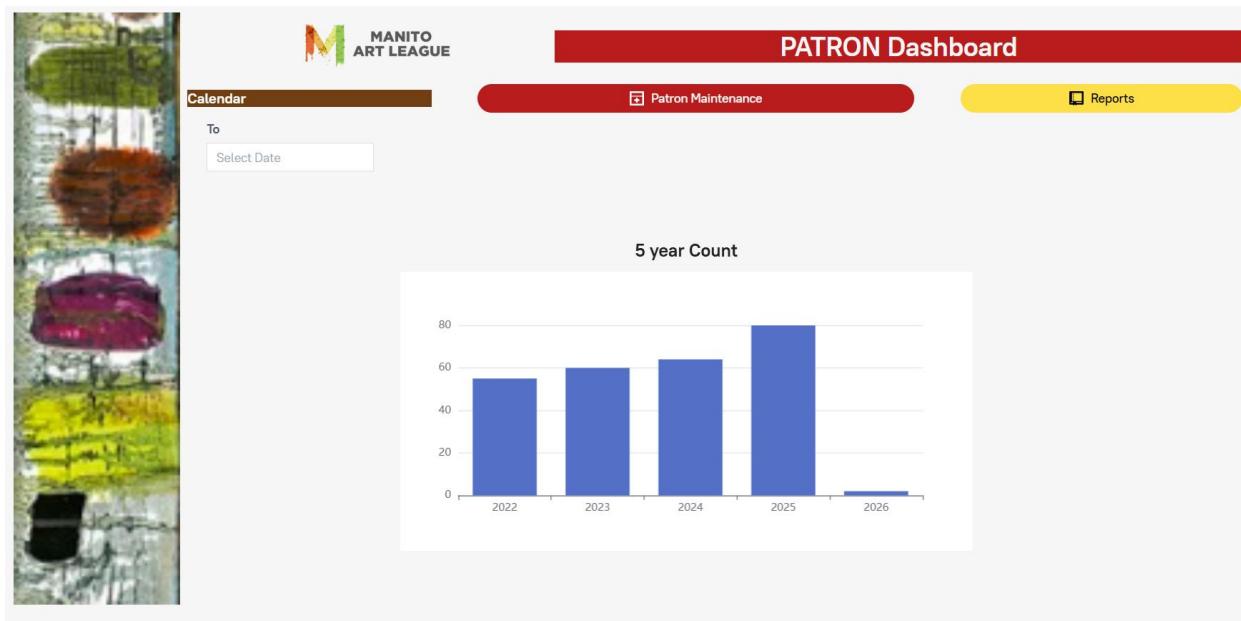
**MANITO
ART LEAGUE**

PATRONS

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/pdashboard-698b4f127a023e1c1dbe8bef>



On your Dashboard:

- Click on Patron Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- **Patron amount records are able to be deleted- Only in the multiple patron records.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: WI

- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

PATRON MAINTENANCE INSTRUCTIONS

Patron Interactive Report- Add, Edit and Delete Records

The screenshot shows a web-based application for managing patron records. On the left, a modal window titled "ADD NEW PATRON" is open, displaying fields for cust_id, LastName, FirstName, BusinessName, Partner, and Birthdate. The main area shows a list of 446 records with columns for S..., p_cust_id, p_patron_yr, p_patron_amt, and p_artpur. A specific record with p_cust_id 399 is highlighted in green.

S...	p_cust_id	p_patron_yr	p_patron_amt	p_artpur
	399			
	400			
	1			
	401			
	2			
	3			
	4			
	5			
	6			
	7			
	444			
	8			
	9			

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

A screenshot of a table titled "ADD NEW PATRON". The table has columns: Save, cust_id, LastName, FirstName, BusinessN..., and Partner. A red circle highlights the "cust_id" column header, which contains the value "399". A dropdown menu is open over the "LastName" column header, showing options: Sort column ascending, Sort column descending, Freeze column left, and Freeze column right. The table data includes rows for cust_ids 399, 400, 1, 401, 2, 3, and 4, with corresponding LastName, FirstName, BusinessName, and Partner names.

Save	cust_id	LastName	FirstName	BusinessN...	Partner
S	399	Sort column ascending	Sort column descending	Aberdeen Restaur...	Larry Voss
S	400			Ace Hardware Wo...	Milissa Timmo
S	1			Jeannine	
S	401			Adams-Russell	Peggy
S	2			Addink	Agnes
S	3			Adler	Lori
S	4			Ahlborn	Charles

SEARCHING:

For Advanced searching, use the filter

TO FILTER:

- Click on the filter:
- You have many options here... You can search on any field with specific selections.

A screenshot of a table titled "ADD NEW PATRON". The table has columns: Save, cust_id, LastName, FirstName, BusinessN..., and Partner. A red circle highlights the "Filters" button in the top navigation bar. A modal window titled "Change column datatype to see filter operators" is open, showing a "Where" dropdown set to "Attribute". The table data includes rows for cust_ids 1, 2, 3, and 4, with corresponding LastName, FirstName, BusinessName, and Partner names.

Save	cust_id	LastName	FirstName	BusinessN...	Partner
S	1	Achauer	Jeannine		
S	2				
S	3				
S	4				

- Select the Attribute (fields/column) you want to find.

Search... Filters Download

Move Change column datatype to see filter operators X

Where Attribute

		Last Name	Type	
S 1	FirstName	Jeannine	Text	Abe
S 401	BusinessName	Peggy	Text	Ace
S 2	Partner	Agnes	Text	
S 3	Birthdate	Lori	Text	Test
S 4	Street	Charles	Text	
S 5	Addr2	Rosemary	Text	
S 6	City	Wendy	Text	
S 7	Alferu	Christine	Text	

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

Move Change column datatype to see filter operators X

Where LastName

		contains
S 1	Achauer	does not contain
S 401	Adams-Ru	starts with
S 2	Addink	ends with
S 3	Adler	is exactly
S 4	Ahborn	empty
S 5	Ahmann	not empty

- Enter letters of the lastname of the person you are finding and press Apply.

Search... Filters Download 446 Records Page 1

Save Where Last Name contains wei CLEAR ALL APPLY

+ Add Filter

S 401	Adams-Russell	Peggy	
-------	---------------	-------	--

- You will see your results.

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	441	Weinhammer	Laurie			
	378	Weirick	Mariah			

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

Filters (1) 2 Records

Move Change column datatype to see filter operators

Where LastName contains wei

+ Add Filter CLEAR ALL APPLY

- And then click on the X to get out.

Search... Filters Download

Save Move Change column datatype to see filter operators X

Where Attribute

	1	Achauer	Jeannine
--	---	---------	----------

TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

The screenshot shows a table titled "ADD NEW PATRON" with columns: Save, cust_id, LastName, FirstName, BusinessN..., Partner, and Birthdate. A search bar at the top contains "Q WE" with a red circle around it. The results show three records:

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	353	Tonkin	Allison			
	441	Weinhammer	Laurie			
	378	Weirick	Mariah			

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the "x" to clear the selection

The screenshot shows a table with a single record. A search bar at the top contains "Q Nord" with a red circle around it. The "X" button next to the search bar is also circled in red. The results show one record:

Save	cust_id	LastName	FirstName	BusinessN...	Partner
	248	Nordby	Kat	Kats Kreations Art ...	

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

The screenshot shows a table with 35 records. A specific row is highlighted with a red oval. The "Save" button for the row is circled in red. The "BusinessName" column for the row is also circled in red, indicating it is being edited. The cell contains the text "Testing" with a small edit icon next to it.

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori	Testing		
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfery	Christine		Brad	

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

The screenshot shows a web-based application interface for managing patrons. At the top, there's a header bar with a search field and download options. Below it is a table titled "ADD NEW PATRON" with columns for cust_id, LastName, FirstName, BusinessName, Partner, and Birthdate. The table contains several rows of patron data. A prominent red oval highlights a success message box at the top right of the page, which says "Record updated successfully" with a green checkmark icon. To the right of the main table, there's a sidebar with a search field and some icons.

TO FIND THE PATRONS FOR EACH PERSON:

- Click on the custid number...

This screenshot shows a table of patron records. The columns include Save, PatronClick, cust_id, LastName, FirstName, BusinessName, Partner, Birthdate, and Street. The cust_id column contains values 4, 5, 6, 7, and 444. The row where cust_id is 7 is highlighted with a red circle around the cust_id value.

- That will bring in the patron records by descending year order.

This screenshot displays two tables related to patrons. The top table, titled "ADD NEW PATRON", lists patrons by cust_id (4, 5, 6, 7, 444) along with their names, addresses, and other details. The bottom table, titled "+ Add new row", lists patron records by year (2025, 2024, 2023, 2022, 2018, 2017, 2016), showing the amount paid and attending status. The patron record for cust_id 7 from the top table is visible in the bottom table.

To EDIT, ADD or DELETE a PATRON record:

ADDING ANOTHER PATRON YEAR AND AMOUNT RECORD:

- Click on the Yellow Custid you want to add a patron record to
- You will see the information if any below

The screenshot shows a software interface for managing patron records. At the top, there's a red button labeled "Back to Screen 1" and a dark red button labeled "ADD NEW PATRON". Below these are two search/filter sections: "Search..." and "Download". The main area displays a table of 447 records, with the current page being 2 of 90. The columns include "Save", "PatronClick", "LastName", "FirstName", "BusinessN...", "Partner", "Birthdate", and "Street". A row for patron ID 6 is highlighted with a yellow background and circled in red. The details for patron 6 show "Ahnen" in the LastName column and "Wendy" in the FirstName column. In the bottom section, a single record is shown for patron 6, with fields for "p_cust", "p_patron_yr", "p_patron_amt", "p_artpurch...", "p_attending...", "p_ticket1", and "p_tick". The "p_cust" field contains "6", "p_patron_yr" contains "0.00", and "p_attending..." contains "No". There are "Save" and "Delete" buttons at the bottom of this section, which are also circled in red.

- To add a record, click on +Add new row

This screenshot shows the same software interface after clicking the "+ Add new row" button for patron ID 6. The "Add New Patron" section is now active, indicated by a dark red header. The table above still shows the list of 447 patrons, including patron 6. The bottom section now has a new row for patron 6, with all fields empty except for the primary key "p_cust" which is set to "6". The "Save" and "Delete" buttons are visible at the bottom of this new row.

- OR If you see an empty row, you can use that row to make it the new one by adding the values and Clicking the green Save.

A screenshot of a table interface. At the top, there are buttons for 'Search...', 'Download', and '+ Add new row'. On the right, it shows '1 Records' and 'Page 1 of 1'. The table has columns: 'Save/Delete', 'p_cust...', 'p_patron_yr', 'p_patron_amt', 'p_artpurch...', 'p_attending...', 'p_ticket1', and 'p_tick'. A single row is present with values: a green 'Save' button, 'Delete' button, '6', '0.00', 'No', and empty cells for the other columns. The 'Save' button is highlighted with a green border.

Otherwise.....

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, --You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

A screenshot of a table interface titled 'ADD NEW PATRON'. At the top, there are buttons for 'Back to Screen 1' and 'ADD NEW PATRON'. The table shows several existing rows with columns: 'Save', 'PatronClick', 'LastName', 'FirstName', 'BusinessN...', 'Partner', 'Birthdate', and 'Street'. Below this is a section titled 'Add New Row' with a green 'Save row' button and a red 'Discard' button, which is circled in red. The 'Save row' button is also circled in red. The 'Save' and 'Delete' buttons for the new row are visible at the bottom left of the table area.

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

A screenshot of a table interface titled 'Add New Row'. The table has columns: 'Save/Delete', 'p_cust...', 'p_patron_yr', 'p_patron_amt', 'p_artpurch...', 'p_attending...', 'p_ticket1', and 'p_tick'. A new row is being edited with values: '2028', '100.00', '0.00', and 'No'. At the bottom right of this row, there is a green 'Save row' button and a red 'Discard' button, both of which are circled in red.

Data Grid View								2 Records	Page	1 of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron	
Save Delete	6		0.00	0					7	
Save Delete	6	2028	100.00						1085	

TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

Data Grid View								2 Records	Page	1 of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron	
Save Delete	6		0.00			No				
Save Delete	6	2028	100.00	0						

- Make your edits and Click on Save (Disk icon)

Data Grid View								2 Records	Page	1 of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron	
Save Delete	6		0.00			No				
Save Delete	6	2029	100.00	0						

- And the updated record is here.
- You can add, delete or edit any other records while you are on this screen.

Data Grid View								2 Records	Page	1 of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron	
Save Delete	6		0.00			No				
Save Delete	6	2029	100.00	0						

TO DELETE A ROW:

- To delete a row, click on the row, You will see it highlights in green.
- Click on the RED Delete button (Trash Can icon)

Data Grid View								2 Records	Page	1 of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron	
Save Delete	6		0.00			No				
Save Delete	6	2029	100.00	0						

- You will see the row is removed.

Patron Record								
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick...	
Save Delete	6		0.00		No			

ADDING A NEW PATRON RECORD:

- Click on the ADD NEW PATRON BUTTON

Patron_1						
Patron Record						
Save	PatronClick	Last Name	First Name	Business Name	Partner	Birthdate
Save	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
Save	400	Aco Hardware Wo		Aco Hardware Wo	Milissa Timmons	

- This will pop up an empty form display to enter the new patron member
- Please follow the entry RULES on the first page.

Form

Last Name

First Name

Business Name

Partner

Birthdate

Street

Addr 2

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Last Name

Jotest

First Name

Testing

Business Name

Joetest Company

Partner

Mary

Birthdate

Street

123 Main Street

Addr 2

|

City

Cell Phone

606-529-4563

Notes

Business Use

Yes

Mal Member

Member Yr

Single Family

Patron

Yes

Member Patron Yr

2028|

Patron Year
2028

Patron Amt
100.00

Art Purchase

Attending Party
No

Ticket 1 Name

Ticket 2 Name

Pnotes

[Reset](#) [Submit](#)

- When you complete all the fields that need to be entered, all the way to the bottom, Click Submit
- After Clicking the Submit, it will return you to the screen

[Back to Screen 1](#)

ADD NEW PATRON

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Water
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhineland
	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer
	3	Adler	Lori				224 E Lullaby Lane		St. Germain

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p...
	6		0.00	0					7
	6	2028	100.00						1085

- To see the new entry, Search the New Patron Member

ADD NEW PATRON									
<input type="text" value="Joe"/> <input type="button" value="X"/> <input type="button" value="Download"/>									
Save	PatronClick	Last Name	First Name	Business Name	Partner	Birthdate	Street	Address 2	City
	153	Huffman	Joel		Karen		106 W Seebot St...		Milwaukee
	449	Jotest	Testing	Joetest Company	Mary		123 Main Street		Always

- When done or for reporting – click back to dashboard

ADD NEW PATRON									
<input type="text" value="Search..."/> <input type="button" value="Download"/>									
Save	PatronClick	Last Name	First Name	Business Name	Partner	Birthdate	Street	Address 2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		

- To get to your Reports page, click on the reports button.



- Select the link you want to see in reports. You will not be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.